

Northside Family Resource Centre	
Job Description	
Job Title:	Head of Early Years Services
Name of Employer:	Northside Family Resource Centre

Background:

Northside Family Resource Centre, since its establishment in 1987, has sought to respond to the needs of the local community by providing opportunities to local people to support each other and search for ways to improve the quality of life in the area.

Northside Family Resource Centre operates 5 Community Service Areas within the organisation which are as follows:

1. Sunshine Childcare Service, Ballynanty
2. Riverside Early Childhood Centre, Kings Island (formally Kings Island Crèche)
3. Afterschool and Youth Work Services
4. Community and Family Services
5. Older Persons' Services

The successful candidate will be employed by Northside Family Resource Centre and will report to the CEO and ultimately to the Voluntary Board of Management.

The Early Years Head of Services is responsible for the effective strategic & regulatory management of all aspects of the Early Years Setting, and its staff, in line with its ethos, core values and vision of Northside Family Resource Centre. This involves the promotion of community development practice and principles and ensuring that the work of the Early Years Services is in keeping with the organisation's aims and objectives.

With the Early Years Sub-Committee, CEO, and Coordinators' Team, the Head of Early Years Services will:

- Ensure implementation of line management structures and procedures and, promoting a team ethos, working together on initiatives to meet children's needs.
- Promote best practice and ensure the implementation of appropriate policies and procedures with a clear focus on the regulatory requirements of the service areas.
- Ensure that the work of the Early Years Settings is regularly planned, reviewed, and evaluated.

NORTHSIDE

FAMILY RESOURCE CENTRE

- Facilitate networking at local, regional, and national level, representing Northside Family Resource Centre.
- Plan, review and evaluate the strategic development of the EY Settings and its work.
- Oversee the financial management of the Early Years Settings in collaboration with the Head of Finance and the CEO.
- Liaise with the appropriate statutory and voluntary agencies and facilitate inter-agency co-operation to address local issues.

In line with the organisational structure, the Early Years Head of Services will support, motivate, and monitor the Early Years Team; Speech & Language Therapists and Play Therapists to ensure the effective operation of the Early Years Settings. Working from the 5 Year Plan, he/she will support the Early Years Managers to:

- Ensure that the needs of all children are met within a framework of planned activity and early learning experiences.
- Ensure high standards of quality assurance in all areas of the early years' curriculum.
- Adhere to the Child Protection Policy of NFRC and ensure any concerns are acted upon immediately and appropriately. Develop services, in addition the early years services, to meet the needs of parents and families attending the EY Setting.
- Keep strictly confidential any personal information relating to the children, their families or members of staff learned as part of the job.
- Represent the Centre during the Tusla, HSE, Department of Education and Pobal inspections and verification processes.

General

- In collaboration with the staff team, CEO and Childcare Sub-Committee update and implement all policies and procedures of the setting.
- Maintain all records relating to the management of the setting.
- Regularly monitor and evaluate practice and the quality of provision.
- Monitor and report on income and expenditure of the Early Years' service. Liaise with the Head of Finance regarding the budget and the income and expenditure for the service.
- Network with appropriate statutory and voluntary agencies including Limerick Childcare Committee & ABC Start Right.
- Additional tasks that may be deemed necessary by the CEO for the effective co-ordination of the Early Years Settings.

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Northside Family Resource Centre	
Personal Specification	
Job Title:	Head of Early Years of Services
Name of Employer:	Northside Family Resource Centre
Essential	Desirable
<ul style="list-style-type: none"> ▪ A third level qualification at NFQ Level 7 in Management; Early Years; Community Development; Social Work or related area. ▪ Other industry related qualifications. ▪ Minimum of 5 years' experience of working in children's services or similar. ▪ Knowledge and experience of working with vulnerable families. ▪ Knowledge & understanding of the regulatory requirements of Early Years Services. ▪ At least 5 years' experience of managing staff. ▪ Project management skills – a minimum of three years' experience of managing a project of similar complexity. ▪ A third level qualification at NFQ Level 7 in Early Years; Community Development; Social Work or related area. ▪ Financial management skills. ▪ Experience of identifying funding opportunities and successfully compiling funding applications. ▪ Excellent report writing skills. ▪ Strategic planning and evaluation experience. ▪ Good computer skills. 	<ul style="list-style-type: none"> ▪ A third level qualification at NFQ Level 9 in Management; Early Years; Community Development; Social Work or related area. ▪ Experience of working with a Voluntary Board of Directors. ▪ Experience of working with multiple cultures and a variety of target groups. ▪ Management Training. ▪ Experience of representing a project at regional or national level. ▪ A proven track record of liaising and building relationships with voluntary and statutory agencies. ▪ Comprehensive understanding of policy development in relation to the Early Years Sector; Poverty; Community Development and/or family support.

Northside Family Resource Centre	
Terms of Employment	
Job Title:	Early Years Head of Services
Name of Employer:	Northside Family Resource Centre

Accountability

The Head of Early Years Services will report and be responsible to the CEO and ultimately the Voluntary Board of Management.

Hours of Work

- The post will be full-time i.e., 39 hours per week, Monday to Friday between 8a.m. and 6p.m.
- The Co-ordinator will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract will be permanent subject to continued funding through the various Childcare Schemes.
- There is an expectation the Head of Services will work across sites as required all of which are located on the Northside of Limerick City.
- A ten-month probation period will apply.

Salary

The salary scale is €45,000 – €58,896 per annum. This will be offered at a level that is commensurate with qualifications and experience.

Pension

A pension scheme, to which management contributes, is in operation.

Confidentiality

The Early Years Head of Services will be expected to always observe confidentiality in relation to the business of the Family Resource Centre.

Holidays

Twenty-five days per annum; 2 Company Privilege days plus public holidays.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.